

1997-98 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance
(JC-Fi)

Sample:

- Record of Comm. Proceedings
- 97hrAC-EdR_RCP_pt01a
- 97hrAC-EdR_RCP_pt01b
- 97hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤

➤ Clearinghouse Rules ... CRule

➤

➤ Committee Hearings ... CH

➤

➤ Committee Reports ... CR

➤

➤ Executive Sessions ... ES

➤

➤ Hearing Records ... HR

➤

➤ Miscellaneous ... Misc

➤ 97hr_JC-Fi_Misc_June 1998_pt10

➤ Record of Comm. Proceedings ... RCP

➤

June 1998 13.10 requests



State of Wisconsin • DEPARTMENT OF REVENUE

125 SOUTH WEBSTER STREET • P.O. BOX 8933 • MADISON, WISCONSIN 53708-8933
(608) 266-6466 • FAX (608) 266-5718 • <http://www.dor.state.wi.us>



Tommy G. Thompson
Governor

Cate Zeuske
Secretary of Revenue

MEMORANDUM

DATE: April 24, 1998
TO: Senator Tim Weeden
FROM: Cate Zeuske
Secretary of Revenue
SUBJECT: Department of Revenue JFC 13.10 Request

APR 24 1998

In the upcoming 13.10 meeting DOR is requesting release of the integrated tax system provided in the 1997-98 state budget.

The Integrated Tax System project will enable us to offer around-the-clock customer service, Internet tax filing, faster refunds, quicker responses to constituent inquiries, more comprehensive tax policy analysis and more revenue for the state.

The Integrated Tax System project is similar to those already in place in 28 other states. However, Wisconsin's system will be even better. With Internet technology, we will set a new national standard for delivering efficient, effective services to taxpayers. No other state has planned such a comprehensive, cutting edge project.

I have enclosed additional information that was presented to the legislature in an open invitation meeting on February 16, 1998.

If you would like to have a meeting on this issue, please call and we will be happy to provide additional information.

Tim —
The Legislative Audit Bureau have highlighted
the problems of DOR's outdated, old, inflexible computer
system and recognizes the urgency to improve it.
Thanks! Cate



State of Wisconsin \ Department of Veterans Affairs

Wisconsin Veterans Museums
30 West Mifflin Street
Madison, Wisconsin 53703
Telephone: (608) 266-1680
FAX: (608) 264-7615

April 24, 1998

Senator Timothy Weeden, Co-Chair
Representative John Gard, Co-Chair
Joint Committee on Finance

APR 24 1998

Dear Senator Weeden and Representative Gard:

As required under Section 9154 (2m) of 1997 Wisconsin Act 27, the Department of Veterans Affairs (DVA) is submitting the attached plan to the Joint Committee on Finance detailing the amount and source of funding the department expects to use for the operation of a veterans assistance program (VAP) at the Southern Wisconsin Center (SWC). The funding provided in the 1997-99 biennial budget for that purpose were placed in the Joint Committee on Finance supplemental appropriation--segregated fund general program supplementation. Transfer of those funds to DVA through the s. 13.10 process is required in order to obtain the expenditure authority needed to operate the VAP at SWC.

Request

The Department of Veterans Affairs requests that the Joint Committee on Finance approve the transfer of \$124,500 SEG in FY 98 and \$275,400 in FY 99 from Appropriation 20.865(4)(u) to Appropriation 20.485 (2)(rm) with the intent that those funds will be used to fund the VAP at Southern Wisconsin Center. Of the amount requested in FY 98, a total of \$96,700 represents one-time start-up costs. The funding requested for FY 99 is \$75,000 higher than originally projected as a result of the following factors:

- ⇒ Security costs increased from a projected \$23,000 per year to \$46,000 in order to address Southern Center's request that 24-hour security be provided at the VAP.
- ⇒ Salary and fringe costs that are \$32,000 higher than projected. The original costs were based on salaries at the VAP at King. However, hiring individuals with the required skills and experience means competing for individuals at the salaries paid in cities like Milwaukee, Racine and Kenosha.
- ⇒ It was originally anticipated that utilities would be provided to the VAP at no cost. The utility costs will be approximately \$30,000 per year.

The Department also requests that the expenditure authority for FY 99 be base building since there is the need to fund the VAP at SWC on an on-going basis.

Background

Funding was approved in the 1997-99 biennial budget to operate a VAP at SWC that would provide accommodations to serve 30 veterans at a time. The VAP is a collaborative effort involving the Department, the VA hospitals and medical centers, county and municipal governments, non-profit community providers and veterans service organizations. Comprehensive rehabilitative services in the following four major categories are provided under the program: (1) transitional housing, clothing, and meals; (2) mental, physical and substance abuse health care; (3) education and training; and (4) employment. A structured and service intensive residential environment is provided to homeless veterans that allows them to re-establish their self-esteem and self-determination. Part of that process is for veterans to develop a consistent work ethic and the skills needed to acquire and maintain permanent employment and housing. Of the nearly 1,800 homeless veterans who have been VAP residents, 60-percent have either left the program with a job and housing or were referred to a long-term treatment facility. Another 6,700 veterans have been assisted through on-site day services or through outreach services



provided by VAP staff. Many of the veterans assisted through the day and outreach services are those who, because of extremely low incomes, are at risk of becoming homeless.

It is estimated that about 500 veterans who reside in the surrounding counties (Racine, Kenosha, Walworth) are homeless at any given time. Another 4,000 veterans in that area are at risk of becoming homeless because they have incomes that are below the poverty level.

How Request Meets Statutory Criteria for s. 13.10

As previously indicated, the funding approved in the 1997-99 biennial budget to operate the VAP at SWC. That funding was placed in the Joint Committee on Finance supplemental appropriation--segregated fund general program supplementation. Transfer of those funds through the s. 13.10 process is required in order for DVA to obtain the necessary expenditure authority to operate the VAP at SWC.

Thank you for your consideration of this matter. If you have any questions or need additional information, please contact John Scocos at 266-3081.

Sincerely,

DEPARTMENT OF VETERANS AFFAIRS


ROBERT A. COCROFT
DEPUTY SECRETARY

VAP - Southern Center

Concept Proposal

April 24, 1998

CONCEPT

The problems of homeless veterans are a major concern raised through the strategic planning process conducted by the Wisconsin Department of Veterans Affairs (WDVA). While WDVA has been funding programs for transitional housing for homeless veterans since 1982, it took an innovative step further in 1993 with the establishment of the Veterans Assistance Program (VAP) which strategically locates resource-intensive regional transitional housing and supportive service centers around the state. This initiative enables WDVA to provide assistance to homeless veterans and to coordinate efforts with agencies throughout the state to provide veterans in need with resources and services.

The Veterans Assistance Program is a collaborative effort involving WDVA, the VA hospitals and medical centers, county and municipal governments, non-profit community service providers, and veterans service organizations. Regional assistance centers are located in areas near VA facilities to effectively link services between the VA and the VAP. WDVA has coordinated efforts with other agencies that provide services or benefits to the homeless, such as the Wisconsin Departments of 1) Health and Family Services, 2) Workforce Development, 3) Corrections, 4) Administration, and 5) the Wisconsin Technical College System. In many cases, providers serve the homeless veterans on-site. Utilizing a multi-disciplinary intensive case management process and a highly coordinated service delivery system of federal, state, and local providers who are accessible on-site or nearby, the VAP provides comprehensive rehabilitation services in four major categories: 1) transitional housing, clothing, and meals, 2) mental, physical

and substance abuse health care, 3) education and training, and 4) employment. It provides a structured and service intensive residential environment to transition homeless veterans back to self-esteem and self-determination so that they develop a consistent work ethic and skills to acquire and maintain permanent employment and housing. The program is designed to efficiently use available services and fill service gaps where they exist to fully address the needs of the homeless veterans. The program components include outreach, multi-disciplinary assessment, ongoing intensive case management with case planning, rehabilitation services including progressive work therapy and job skills training, and outplacement to permanent employment and housing.

The goals of the VAP are to ensure that veterans completing the program have had 1) medical, psychological, and substance abuse treatment needs addressed, 2) vocational abilities and needs identified so that they have a source of income, and 3) permanent housing requirements met. Most veterans enrolled in the VAP will receive treatment for substance abuse, PTSD, or other psychological problems; all will receive assistance in assessing their eligibility for benefits. Each resident will receive assistance in locating permanent, affordable housing. A veterans progress will be evaluated based on the goals outlined in individual case plans with success in completing those goals tracked by frequent review and reevaluation with the case manager. Status reports are maintained in each participant's file. Based on status report results and reviews with veterans, revisions or changes will be made to enhance success of the veterans' goals and treatment. WDVA is committed to developing as many opportunities for treatment, counseling, training, education, and personal development as possible to meet the individual needs of the veterans.

Through the statewide program, the WDVA currently provides transitional housing and services for veterans in need in Fort McCoy, Milwaukee, King, and Madison for approximately 165 homeless veterans daily. In early 1997, the WDVA recognized the

critical need for an additional regional VAP center in southeastern Wisconsin where the majority of state residents live. With the VAP-Milwaukee consistently at maximum occupancy, surveys indicated an additional 30-bed site could further assist the Wisconsin veteran in-crisis. It is estimated that approximately 500 veterans are homeless at any given time in the immediate service area. Another 4,000 veterans in this area have incomes below the poverty level who consequently are at risk of becoming homeless.

In July 1997, the WDVA was awarded a \$195,520 VA Homeless Providers Grant to fund the renovation of Cottage 1 on the campus of the Southern Wisconsin Center which will provide for 30 homeless residents per day as well as outreach services to over 500 additional veterans each year. The building requires repairs to meet health and safety codes and to make it suitable as a transitional housing facility. Because of the length of time required for renovations in Cottage 1 and the need for immediate services, a multi-phased plan has been prepared to temporarily occupy Beck Hall on the Southern Center complex pending transition to Cottage 1 at the completion of repairs.

OPERATION PLAN

The preparation and ultimate administration of a Veterans Assistance Center at Southern Center requires detailed planning and coordination with a myriad of agencies and resources. The following is a recommended list of general operational components which must be coordinated and approved prior to successful completion of the project.

Concept of the Operation

WDVA will establish a Veterans Assistance Center (VAC) at the Southern Wisconsin Center which will provide a systemic approach to assist veterans in accessing existing federal, state and local human services programs for which they qualify. This VAC is a satellite facility of VAP-Milwaukee and is designed to provide transitional housing and services to homeless, or at-risk of becoming homeless, veterans in Southeastern Wisconsin. The WDVA will proceed with a three-phased planning process to administer the program of services ultimately in renovated Cottage 1 according to the following phases (projected, and based on coordination with the Department of Administration).

- Phase I (March 1998 - March 1999)- renovation and preparation of Cottage 1
- Phase II (May 1998 - February 1999) - VAP operational temporarily in Beck Hall
- Phase III (March 1999) - permanent occupancy in Cottage 1

Management

Under a contractual grant agreement, the Center for Veterans Issues will commence staff occupancy in May 1998 with residential operations commencing in June 1998 in Beck Hall and March 1999 in Cottage 1.

The leadership structure to oversee the collaborative effort of coordination is an advisory group consisting of the Director, VAMC-Zablocki, and the Secretaries of the Wisconsin Department of Veterans Affairs, Health and Family Services, and Corrections. The relationship between each party will be formalized in a series of Memoranda of Understanding. As the executive agent of the VAP, the Wisconsin Department of Veterans Affairs will have overall responsibility for coordinating the collaborative effort, including all Memoranda of Understanding, and operation of the VAC-Southern Center.

Workload

Residential demand is expected to be 30 in Phase III. It is expected that VAC-Southern Center will provide residential services to 60 homeless veterans, day services to 100 homeless or at risk veterans, and outreach services to 500 homeless or at-risk veterans per year.

Referral

Referrals to VAP-Southern Center will be in accordance with standing VAP Policies and Procedures with the primary referral sources being the County Veterans Service Offices, and service providers in the multi-county area around Southern Center. At the discretion of the contractor, significant referrals, based on phasing, will be made from VAP-Milwaukee.

Clinical Integration

Clinical services provided will include those under the Supported Housing Program (SHP), the VA-SSA Benefits Linkage Program, the Compensated Work Therapy (CWT) Program, the Incentive Therapy (IT) Program and the Homeless Chronically Mentally Ill (HCMI) Program. Case managers will work collaboratively with VAMC-Zablocki and the satellite clinic medical staff (established in April 1998) in developing resources to link veterans with services needed to maintain housing and provide long-term treatment.

Staffing

The VAC-Southern Center will initially be staffed by a site director, one case manager, a program assistant, and security personnel under contract to the Center for Veterans Issues (CVI) who will provide services as described in the VAP Policies and Procedures Guidelines. The social worker and AODA therapist from the VAMC-Union Grove clinic will provide clinical social work. All other clinical support will originate from in-kind resources at the VAMC-Union Grove or VAMC-Zablocki.

VAMC-Union Grove clinic staffing is currently planned for the following: 1.0 FTE Physician, 1.0 FTE Nurse Practitioner, 1.0 FTE Clerical Assistant, 0.5 FTE Addiction Therapist, and 0.25 FTE Mental Health Provider.

BUDGET

The project maintains a capital and operational budget. In July 1997, the WDVA was awarded a \$195,520 matching VA Homeless Providers Grant (WDVA contribution is \$105,280) for rehabilitation of Cottage 1. Attached is the design report for Cottage 1 as proposed by Pujara Wirth Torke, Inc.

The WDVA has \$400,000 in budget for the biennium that is currently being held in the Joint Committee on Finance's unallocated reserve. The VAP - Southern Center has a proposed biennial operating budget of \$399,911 (\$124,471 for FY 98 and \$275,440 for FY99) that is detailed in the attached budget sheet and explained below.

Start-up Costs

Commencing in May 1998, an immediate need of \$87,000 for transportation, equipment, office supplies, telephone, and automation needs is required.

FY98 Operational Budget

It is projected that \$37,471 (in addition to start-up costs) in expenses will be incurred for salaries and fringe (commencing in May 1998 for a Site Director, Program Assistant, and Case Manager; and commencing in June 1998 for Security personnel) and other operational costs for residential occupancy that would begin in June 1998.

FY99 Operational Budget

It is projected that \$275,440 in expenses will be incurred for salaries and fringe and other operational costs for FY99 as detailed in the attached budget summary.

VETERANS ASSISTANCE CENTER - SOUTHERN CENTER

EXPENSE CATEGORIES	APR	MAY	JUN	FY 98 BUDGET YEAR TOTAL	FY 99 BUDGET YEAR
SALARIES					
DIRECTOR		\$2,773	\$2,773	\$5,547	\$33,280
CASE MANAGER		\$2,253	\$2,253	\$4,507	\$27,040
PROGRAM ASSISTANT		\$1,733	\$1,733	\$3,467	\$20,800
SECURITY			\$3,900	\$3,900	\$46,800
SUB-TOTAL		\$6,760	\$10,660	\$17,420	\$127,920
FRINGE	\$0	\$1,719	\$2,711	\$4,430	\$32,534
TOTAL	\$0	\$8,479	\$13,371	\$21,850	\$160,454
EQUIPMENT LEASE		\$417	\$417	\$833	\$5,000
TELEPHONE		\$333	\$333	\$667	\$4,000
SUPPLIES		\$242	\$242	\$483	\$2,900
FOOD			\$3,202	\$3,202	\$38,420
MAINTENANCE			\$500	\$500	\$6,000
INSURANCE			\$250	\$250	\$3,000
TRANSPORTATION			\$833	\$833	\$10,000
TRAVEL		\$150	\$150	\$300	\$1,800
POSTAGE		\$63	\$63	\$125	\$750
UTILITIES			\$2,500	\$2,500	\$30,000
START UP COSTS					
TRANSPORTATION				\$60,000	
GROUNDS EQUIP				\$1,000	
OFFICE SUPPLIES				\$1,000	
OFFICE FURNITURE				\$2,500	
PHONE SYSTEM				\$10,000	
OFFICE SAFE				\$500	
COMPUTERS				\$10,000	
WASHERS/DRIERS				\$2,000	
TOTAL	\$0	\$1,204	\$8,489	\$96,693	\$101,870
INDIRECT COSTS	\$0	\$484	\$1,093	\$5,927	\$13,116
TOTAL	\$0	\$10,168	\$22,953	\$124,471	\$275,440

FY 98 & 99 TOTAL

\$399,911

DESIGN REPORT**DIVISION OF FACILITIES DEVELOPMENT**

101 East Wilson Street

Post Office Box 7866

Madison, Wisconsin 53707-7866

Date: March 27, 1998
Title: Cottage One Remodeling
Southern Wisconsin Center
Union Grove, Wisconsin Project No. 97A55
For The: Department of Veteran's Affairs
Project Manager: Rex Loker Telephone: (608) 266-1796
Architect/Engineer: PUJARA WIRTH TORKE, INC.
933 North Mayfair Road, Suite 300
Wauwatosa, Wisconsin 53226
PWT Project No. P9803

TYPE OF PROJECT:

☒ Minor Project ☒ Remodeling

1. PROJECT DESCRIPTION:

- A. The purpose of this project is to remodel an existing, unoccupied building into temporary housing for displaced veterans. The first floor will be modified to accommodate the disabled, while the second floor will be remodeled for the physically able.
- B. This facility has remained vacant for approximately the last ten years. The plumbing has been inactive during the vacancy. The heating system has been used on a limited basis during the winters. All the plumbing water supply piping will need to be replaced. The plumbing, heating and electrical systems will require thorough investigation to determine the effects of inactivity. A handicap ramp and lift will be installed for access into the building. The first floor's toilet rooms, offices and resident rooms will be remodeled for accessibility. The second floor will be remodeled to eliminate unnecessary areas and maximize the quantity of resident rooms. New shower stalls will be installed in three toilet rooms on the first and second floor.

2. AUTHORIZED BUDGET AND FUNDING SOURCE:

- | | | |
|----|---|------------|
| A. | Total authorized budget: | \$ 300,800 |
| B. | Funding Source: General Fund Supportive Borrowing (35%) | \$105,280 |
| | Awarded Federal Grant Funding (65%) | \$195,520 |

3. SPACE SUMMARY:

Gross Area:

-First Floor	12,333 sq. ft
-Second Floor	<u>12,412 sq. ft.</u>
TOTAL GROSS AREA	24,745 sq. ft.
TOTAL APPROXIMATE REMODELED AREA	2,304 sq. ft.

4. SCHEDULE:

Design Report	March 1998
Construction Documents Due for Review	June 1998
Construction Documents Due for Printing	July 1998
Bids Due	August 1998
Start Construction	October 1998
Construction Completion	March 1999

5. BUDGET SUMMARY:

Description	Per Program	Per Design
A/E & Other Fees (9%)	\$ 18,800	\$ 20,700
HVAC System Evaluation	----	1,500
Initial Investigation	----	7,500
Other Fees	11,750	2,500
DFD (4%)	9,400	10,400
Total-Design & Supervision	\$ 39,950	\$ 42,600
Construction Costs	\$ 235,000	\$ 229,400
Arch	----	(61,400)
Plumbing	----	(64,500)
HVAC	----	(48,500)
Electrical	----	(55,000)
Hazardous Material Abatement	----	\$ 15,000
Telecommunications	----	1,000
Percent for Art	2,350	600
Contingency	23,500	12,200
Total-Construction	\$ 260,850	\$ 258,200
Total Project Cost	\$ 300,800	\$ 300,800
Construction Cost/SF	\$ 113/SF	\$ 105/SF
Total Project Cost/SF	\$ 131/SF	\$ 131/SF

6. ADDITIONAL COMMENTS:

The per square foot cost of construction in the above chart may be slightly misleading. Although the majority of costs pertain to actual construction, some costs deal with the building as a whole, such as heating inspection. In addition, plumbing fixtures taken out of service outside the areas of construction, will be plugged and capped.

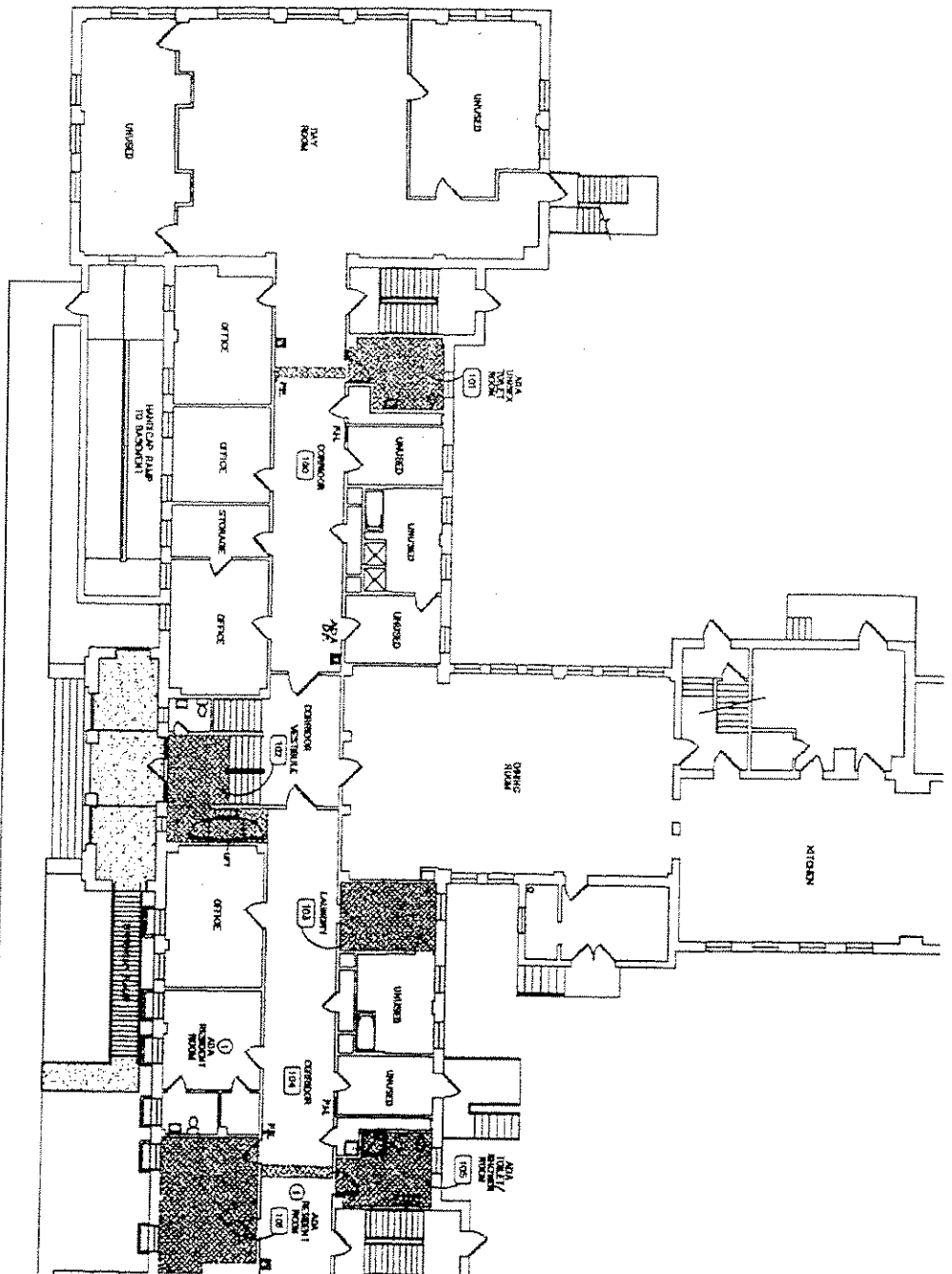
APPENDIX A

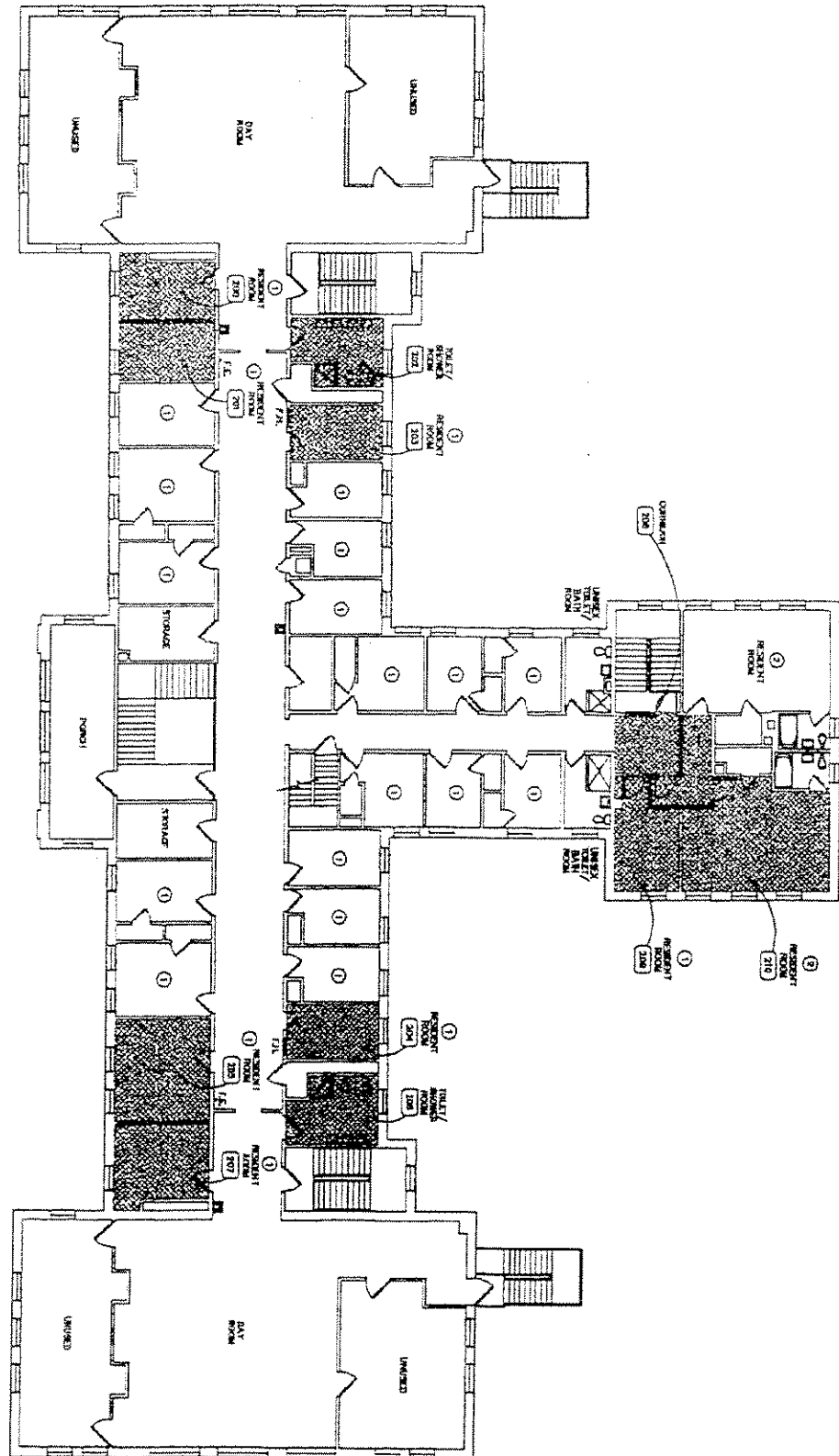
8 1/2" x 11" Floor Plan Drawings

- ROOM DATA:
- (*) - ACCESSIBLE OFFICES
 - (2) - ACCESSIBLE RESIDENT ROOMS
 - (1) - ACCESSIBLE STAFF TOILET ROOM
 - (1) - NEW ADA WATER CLOSET
 - (1) - NEW ADA LAVATORY
 - (1) - ACCESSIBLE RESIDENT TOILET/SHOWER ROOM
 - (1) - NEW ADA WATER CLOSET
 - (1) - NEW ADA LAVATORY
 - (1) - NEW ADA SHOWER
 - (1) - EXISTING WATER CLOSET
 - (1) - EXISTING LAVATORY
- *NOTE: EXISTING TOILET ROOM PLUMBING FIXTURES MAY BE REPLACED WITH NEW IF AND UNSERVICEABLE.



AREAS OF REMOVE





ROOM DATA:

- (24) - SINGLE RESIDENT ROOMS
 - (2) - DOUBLE RESIDENT ROOMS
 - (78) - TOTAL SECOND FLOOR RESIDENTS
 - (2) - UNISSEX RESIDENT TOILET ROOMS
 - (2) - EXISTING SHOWERS
 - (2) - EXISTING WATER CLOSETS
 - (2) - EXISTING LAVATORIES
 - (4) - SINGLE SEX RESIDENT TOILET ROOMS
 - (2) - EXISTING BATH TUBS
 - (2) - NEW SHOWERS
 - (6) - EXISTING WATER CLOSETS
 - (8) - EXISTING LAVATORIES
- NOTE: EXISTING TOILET ROOM PLUMBING FIXTURES MAY BE REPLACED WITH NEW IF THEY ARE DETERMINED TO BE BROKEN AND UNSERVICABLE



SECOND FLOOR PLAN

AREAS OF REMODELING



PROJECT NUMBER
97A55
P000

Pujara Wirth Torke Inc.
Engineers
Architects
133 North Mayfield Road
Bath, MN 55802
Telephone: 612-281-1100
(612) 267-0200

VETERAN'S ASSISTANCE CENTER

COTTAGE 1, REMODELING
UNION GROVE,

SOUTHERN WISCONSIN CENTER
WISCONSIN



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY

Mailing Address:
Post Office Box 7864
Madison, WI 53707-7864



APR 30 1998

April 30, 1998

The Honorable Senator Timothy L. Weeden, Co-Chair
The Honorable Representative John Gard, Co-Chair
Joint Committee on Finance
State Capitol
Madison, WI 53702

Re: 1998 Operating Note Issue

Dear Senator Weeden, Representative Gard and Members:

The State of Wisconsin customarily issues operating notes in each fiscal year because of differences in the timing of receipts and disbursements. The Department of Administration has again determined that a deficiency will occur in the funds of the State which will not permit the State to meet its operating obligations in a timely manner during fiscal year 1998-99. As required by 16.405 (3) Wisconsin Statutes, I hereby notify the Joint committee on Finance that the Department intends to submit a request to the Building Commission to issue an amount not to exceed \$500,000,000 of operating notes for fiscal year 1998-99 pursuant to 16.405 (1) and 18.72 (1) Wisconsin Statutes.

Sincerely,


Mark D. Bugher
Secretary
Department of Administration



Wisconsin State Assembly

P.O. BOX 8952 • MADISON, WI 53708

May 13, 1998

The Honorable Tommy G. Thompson
Governor, State of Wisconsin
115 East, State Capitol
Madison, WI 53702

Dear Governor Thompson:


We are contacting you in regards to the State Centers funding reduction under the Community Integration Program (CIP 1A). In your budget adjustment bill, Assembly Bill 768, you recommended that the reduction rate be lowered to \$134.00 per day instead of staying at the current rate of \$184.00. Unfortunately, the Joint Finance Committee passed the latter during their deliberations on Assembly Bill 768.


We would like to request that the Department of Health and Family Services (DHFS) come before the Joint Committee on Finance in a 13.10 meeting to change the CIP 1A reduction rate to \$134.00 per day as originally proposed in your budget adjustment bill.

If the reduction rate were changed to \$134.00 per day, it is estimated that DHFS would be required to delete 76 employment positions rather than 131 employment positions under the Joint Finance Committee recommendation. Also, this rate reduction would allow the State Centers to meet federally-required treatment standards as enforced by the U.S. Department of Health and Family Services.

We would greatly appreciate your consideration of this request. If you have any questions, please feel free to contact us.

Sincerely,


CLOYD PORTER
State Representative
66th Assembly District

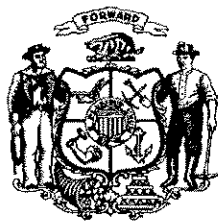

BONNIE LADWIG
State Representative
63rd Assembly District

cc: Secretary Joe Lean, Department of Health and Family Services
Rep. John Gard, Co-Chair, Joint Committee on Finance
Sen. Tim Weeden, Co-Chair, Joint Committee on Finance

THE STATE OF WISCONSIN

SENATE CHAIR
TIM WEEDEN

1 E. Main, Suite 203
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-2253



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

TO: Members
Joint Committee on Finance

FROM: Senator Tim Weeden
Representative John Gard
Co-Chairs, Joint Committee on Finance

DATE: July 1, 1998

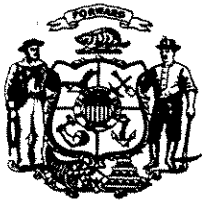
RE: Minnesota-Wisconsin Interstate Tuition Reciprocity Program

Attached you will find The Higher Educational Aids Board revised final copy of the 1998-99 administrative memorandum for the Minnesota-Wisconsin Interstate Tuition Reciprocity Agreement with the deleted statement "Any part of the memorandum may be modified upon mutual agreement of the administering agencies," which was requested by the Joint Finance Committee. With this change, the administrative memorandum is now approved.

No further action is required.

TW/JG:dr

Attachment



Tommy G. Thompson
Governor

State of Wisconsin Higher Educational Aids Board

131 West Wilson Street, Madison, Wisconsin
Post Office Box 7885
Madison, WI 53707-7885
Phone: (608) 267-2206
Fax: (608) 267-2808
E-Mail: HEAB@mail.state.wi.us



Jane M. Hojan-Clark
Acting Executive Secretary

June 29, 1998

JUL 01 1998

The Honorable Senator Timothy L. Weeden, Co-Chair
The Honorable Representative John Gard, Co-Chair
Joint Committee on Finance
State Capitol
Madison, WI 53702

RE: Administrative Memorandum for the Minnesota-Wisconsin Interstate Tuition Reciprocity Program

Dear Senator Weeden, Representative Gard and Members:

I have attached the revised final copy of the 1998-99 Administrative Memorandum for the Minnesota-Wisconsin Interstate Tuition Reciprocity Program. I have deleted the statement "Any part of the memorandum may be modified upon mutual agreement of the administering agencies."

If you have any questions please feel free to contact me at (608)264.6181.

Sincerely,

Jane Hojan-Clark
Acting Secretary
Higher Educational Aids Board

ADMINISTRATIVE MEMORANDUM FOR THE MINNESOTA-WISCONSIN INTERSTATE TUITION RECIPROCITY PROGRAM

TO: All Interested and Concerned Parties

FROM: Robert Poch , Director
Minnesota Higher Education Services Office
and
Jane Hojan-Clark, Acting Executive Secretary
State of Wisconsin Higher Educational Aids Board

SUBJECT: Administrative Memorandum for the Minnesota-Wisconsin Interstate Higher
Education Agreement, 1998-99 Academic Year

DATE: July 1998

INTRODUCTION

In order to implement the statutory authority and the formal interstate agreement negotiated between the two states, this administrative agreement has been prepared to specify administrative procedures of the program.

DURATION OF THE AGREEMENT AND PROCEDURES FOR MODIFICATION

This memorandum is subject to the principles and conditions of the Minnesota-Wisconsin Public Higher Education Reciprocity Agreement and is to be effective July 1, 1998. The memorandum is subject to annual review by both administrative agencies.

ADMINISTRATIVE PROCEDURES

To insure procedural regularity and compatibility, the two administering agencies have agreed to follow the procedures outlined in this memorandum:

1. Public Information

After formal adoption of the agreement, each agency executive will direct a detailed written communication regarding the administration of the program to the institutions of post-secondary education, all secondary schools, and other interested individuals, and organizations in his state. Prior to the start of each academic year, the two administering agencies will cooperatively develop and implement training workshops for personnel from

participating institutions of higher education if such workshops are deemed necessary by both agencies.

2. **Application Form**

A common application and procedure will be used in both states. All students from each state will complete the same application and submit it to the respective administering agency in their home states. Both new and continuing students will use the same application. The application will require general and institutional information. Each administering agency will print a supply of applications on paper of a mutually agreed upon color for distribution to institutions of post-secondary education in its home state, and secondary schools in its home state. Either state may adopt a paperless application process, in lieu of or in addition to, the paper application. The student needs to complete one application. This application will provide reciprocity for the student in continuous attendance. Should the student not attend an institution for 365 days, the student must reapply for reciprocity. Should a change in the student's residence occur, the student and/or the institutions must notify the appropriate administering agency in writing of the change.

3. **Residency**

The administering agency in the student's home state will make a determination of residency based on the information provided by the student during the application process. The agency reserves the right to refuse eligibility if the information provided by the student does not substantiate the claim of residency.

4. **Approval and Certification Year**

Once eligibility is determined, it shall continue through the academic year for which certification has been granted. Should a student's residency status for fee assessment purposes change during the academic year, the originating state's responsibility to the student under the agreement will cease with the beginning of the first term following establishment of residency in the other state. The certification year begins with the Fall of each academic year and ends with the last Summer session or workshop which begins before the first day of the Fall term of the succeeding academic year. The student that is in attendance and has earned credits during the 1998-99 academic year, will automatically have reciprocity benefits renewed for the 1999-2000 academic year unless notification has been received by the administering agency of a change in residency.

5. **Application Deadline**

Applications must be postmarked or electronically submitted no later than the last day of scheduled classes of the first term or semester for which the student expects to receive benefits under the agreement. Eligibility shall continue for the remainder of the academic/certification year. The administering agencies will cooperate in a mutual exchange of academic calendar information.

6. **Coordinative Procedures**

Periodically throughout the certification year, the administering agencies will exchange alphabetical listings of all residents of their respective states who are participating in the reciprocity program. The administering agencies will also provide alphabetical listings of their state's residents eligible for participation in the agreement to the designated institutions of post-secondary education in the other state. Nothing shall prohibit agencies from exchanging data in electronic format.

7. **Institutional Monitoring**

Each administering agency will be responsible for monitoring institutions in its home state for compliance with the provisions and spirit of the agreement.

PROCEDURE FOR COMPUTATION OF INTERSTATE REIMBURSEMENT

1. **Definition of Terms.** Terminology used in the computation of the net state interstate reimbursement is described in the Agreement.
2. **Student Categories.** In determining the net state interstate reimbursement obligation, the following categories of student enrollment institutions and associated instructional costs will be used:

A. Undergraduate Students

1. Undergraduate students enrolled at the University of Wisconsin-Madison, the Minnesota-Twin Cities and the University of Minnesota-Morris.
2. Undergraduate students enrolled at the University of Wisconsin-Milwaukee and the University of Minnesota-Duluth.

3. Undergraduate students enrolled at the University of Wisconsin Comprehensive institutions and the Minnesota State Universities and the University of Minnesota-Crookston.
4. Undergraduate students enrolled at the University of Wisconsin System Colleges and the Minnesota Community Colleges.
5. Undergraduate students enrolled at consolidated Minnesota Community and Technical Colleges.

B. Graduate Students

1. Graduate students enrolled at the University of Wisconsin-Madison and the University of Minnesota-Twin Cities.
2. Graduate students enrolled at the University of Wisconsin-Milwaukee and the University of Minnesota-Duluth.
3. Graduate students enrolled at the University of Wisconsin Comprehensive institutions and the Minnesota State Universities.

C. Professional Students

1. Law school students enrolled at the University of Wisconsin-Madison and the University of Minnesota-Twin Cities.
2. Pharm D students enrolled at the University of Wisconsin-Madison and the University of Minnesota-Twin Cities.

The total costs and the reciprocity cost differentials for each of the categories of students and institutions listed in this section will be determined after each state's operating budget for public higher education systems has been finalized. These cost differentials will be based on actual costs per student for the 1998-99 academic year.

3. **Reciprocity Tuition.** Institutions covered under this agreement will charge the following reciprocity tuition rates to students who are determined eligible to receive tuition reciprocity benefits during the 1998-99 academic year.

a. Undergraduate Students

UW-MADISON (per semester term/per semester credit)

Minnesota residents attending UW-Madison will be charged the UM-Twin Cities undergraduate resident tuition rate. Students taking 12-18 credits per term will be charged the per term rate. Students taking 1-11 credits will be charged the per credit

rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

UM-TWIN CITIES (per quarter term/per quarter credit)

Wisconsin residents attending UM-Twin Cities will be charged the UW-Madison undergraduate resident tuition rate plus 25% of the difference between the UW-Madison undergraduate resident tuition rate and the UM-Twin Cities undergraduate resident rate during the 1998-99 academic year. Students taking 12-18 credits per term will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

UM-MORRIS (per quarter term/per quarter credit)

Wisconsin residents attending UM-Morris will be charged the UW-Madison undergraduate resident tuition rate. Students taking 12-18 credits per term will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits will be charged the term rate plus the per credit rate for each credit over 18.

UW-MILWAUKEE (per semester term/per semester credit)

Minnesota residents attending UW-Milwaukee will be charged the UM-Duluth undergraduate resident tuition rate. Students taking 12-18 credits per term will be charged the per term rate. Students taking 1-11 credits will be charged by the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

UM-DULUTH (per quarter term/per quarter credit)

Wisconsin residents attending UM-Duluth will be charged the UW-Milwaukee undergraduate resident tuition rate. Students taking 12-18 credits per term will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

WISCONSIN UNIVERSITY COMPREHENSIVE (per semester term/per semester credit)

Minnesota residents attending Wisconsin Comprehensives will be charged a weighted average of the undergraduate resident tuition rates for MN State Universities and UM-Crookston. Students taking 12-18 credits per term will be charged the per term rate.

Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

MINNESOTA STATE UNIVERSITIES/UM-CROOKSTON (per quarter/per credit)

Wisconsin residents attending Minnesota State Universities and UM-Crookston will be charged the Wisconsin Comprehensive undergraduate resident tuition rate. Students taking 12-18 credits will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

UNIVERSITY OF WISCONSIN SYSTEM COLLEGES (per semester term/per semester credit)

Minnesota residents attending University of Wisconsin System Colleges will be charged the Minnesota Community College undergraduate resident tuition. Students taking 12-18 credits will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

MINNESOTA COMMUNITY COLLEGES (per quarter term/per credit)

Wisconsin residents enrolled at Minnesota Community Colleges will be charged the University of Wisconsin System College undergraduate resident tuition rate. Students taking 12-18 credits will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

MINNESOTA CONSOLIDATED COLLEGES (per quarter term/per credit)

Wisconsin residents enrolled at Minnesota Consolidated Colleges will be charged the University of Wisconsin System College undergraduate resident tuition rate. Students taking 12-18 credits will be charged the per term rate. Students taking 1-11 credits will be charged the per credit rate. Students taking more than 18 credits per term will be charged the term rate plus the per credit rate for each additional credit over 18.

WISCONSIN TECHNICAL COLLEGES

Minnesota residents attending Wisconsin Technical Colleges will be charged the Wisconsin Technical College undergraduate resident tuition rate.

MINNESOTA TECHNICAL COLLEGES

Wisconsin residents attending Minnesota Technical Colleges will be charged the Minnesota Technical College undergraduate resident tuition rate.

b. Graduate Students

UW-MADISON

Graduate Rate (per semester term/per semester credit) Minnesota residents attending UW-Madison will be charged the higher of the UM-Twin Cities or UW-Madison graduate resident tuition rate. Students taking 8+ credits will be charged the per term rate. Students taking 1-7 credits will be charged the per credit rate.

Business Masters Rate (per semester term/per semester credit) Minnesota residents attending UW-Madison Business Masters program will be charged the higher of the UM-Twin Cities or UW-Madison Business Masters resident tuition rate. Students taking 8+ credits will be charged the per term rate. Students taking 1-7 credits will be charged the per credit rate.

UM-TWIN CITIES

Graduate Rate (per quarter term/per quarter credit) Wisconsin residents attending UM-Twin Cities will be charged the higher of the UW-Madison graduate resident tuition rate or the UM-Twin Cities graduate resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Twin Cities Graduate School. (Currently, students taking 7 - 14 credits are charged the term rate, students taking 1- 6 credits are charged the per credit rate and students taking more than 14 credits are charged the term rate plus the per credit rate for each additional credit over 14 credits. This is subject to any changes taking place for the 1998-99 academic year.)

Business Masters Rate (per quarter term/per quarter credit) Wisconsin residents attending UM-Twin Cities will be charged the higher of the UW-Madison Business Masters resident tuition rate or the UM-Twin Cities Business Masters resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Twin Cities Business Masters Program. (Currently, students taking 12 - 19 credits are charged the term rate, students taking 1- 11 credits are charged the per credit rate and students taking more than 19 credits are charged the term rate plus the per

credit rate for each additional credit over 19 credits. This is subject to any changes taking place for the 1998-99 academic year.) Those students enrolled prior to the first semester of the 1989-90 academic year will be charged the higher of the UW-Madison graduate resident tuition rate or the UM- Twin Cities graduate resident tuition rate.

UW-MILWAUKEE

Graduate Rate (per semester term/per semester credit) Minnesota residents attending UW-Milwaukee will be charged the higher of the UW-Milwaukee graduate resident tuition rate or the UM-Duluth graduate resident tuition rate. Students taking 8+ credits per term will be charged the per term rate. Students taking 1-7 credits will be charged the per credit rate.

Business Masters (per semester term/per semester credit) Minnesota residents attending UW-Milwaukee will be charged the higher of the UW-Milwaukee Business Masters resident tuition rate or the UM-Duluth Business Masters resident tuition rate. Students taking 8+ credits will be charged the per term rate. Students taking 1-7 credits will be charged by the per credit rate.

UM-DULUTH

Graduate Rate (per quarter term/per quarter credit) Wisconsin residents attending UM-Duluth will be charged the higher of the UM-Duluth graduate resident tuition rate or the UW-Milwaukee graduate resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Duluth Graduate School. (Currently, students taking 7 - 14 credits are charged the term rate, students taking 1- 6 credits are charged the per credit rate and students taking more than 14 credits are charged the term rate plus the per credit rate for each additional credit over 14 credits. This is subject to any changes taking place for the 1998-99 academic year.)

Business Masters (per quarter term/per quarter credit) Wisconsin residents attending UM-Duluth will be charged the higher of the UM-Duluth Business Masters resident tuition rate or the UW-Milwaukee Business Masters resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Duluth Business Masters Program. (Currently, students taking 12 - 19 credits are charged the term rate, students taking 1- 11 credits are charged the per credit rate and students taking more than 19 credits are charged the term rate plus the per credit rate for each additional credit over 19 credits. This is subject to any changes taking place for the 1998-99 academic year.) Those enrolled prior to the first semester of the 1989-90 academic year will be charged the higher of the UW-Milwaukee graduate resident tuition rate or the UM-Duluth graduate resident tuition rate.

WISCONSIN UNIVERSITY COMPREHENSIVE

Graduate Rate (per semester term/per semester credit) Minnesota residents attending Wisconsin University Comprehensives will be charged the higher of the Wisconsin University Comprehensive graduate resident tuition rate or the Minnesota State University graduate resident tuition rate. Students taking 9+ credits will be charged the per term rate. Students taking 1-8 credits will be charged by the per credit rate.

Business Masters (per semester term/per semester credit) Minnesota residents attending Wisconsin University Comprehensive Business Masters will be charged the higher of the Wisconsin University Comprehensive Business Masters resident tuition rate or the Minnesota State University Business Masters resident tuition rate. Students taking 9+ credits will be charged the per term rate. Students taking 1-8 credits will be charged by the per credit rate.

MINNESOTA STATE UNIVERSITIES

Graduate Rate (per quarter or semester credit) Wisconsin residents attending Minnesota State Universities will be charged the higher of the Minnesota State Universities graduate resident tuition rate or the Wisconsin University Comprehensive graduate resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the Minnesota State Universities graduate programs.

Business Masters (per quarter or semester credit) Wisconsin residents attending Minnesota State Universities Business Masters will be charged the higher of the Minnesota State Universities Business Masters resident tuition rate or the Wisconsin University Comprehensive Business Masters resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the Minnesota State Universities Business Masters program. Those students enrolled prior to the first semester of the 1989-90 academic year will be charged the higher of the Minnesota State Universities graduate resident tuition rate or the Wisconsin University Comprehensive graduate resident tuition rate.

a. Professional Students

UW-MADISON

Law (per semester term/per semester credit) Minnesota residents enrolled at UW-Madison Law school will be charged the higher of the UW-Madison Law school resident tuition rate or the UM-Twin Cities Law school resident tuition rate. Students taking 12+

credits will be charged the per term rate. Students taking 1-11 credits will be charged by the per credit rate.

Pharm.D. (per semester term/per semester credit) Minnesota residents enrolled at UW-Madison Pharm.D. will be charged the higher of the UW-Madison Pharm.D. resident tuition rate or the UM-Twin Cities Pharm.D. resident tuition rate. Students taking 12+ credits will be charged the per term rate. Students taking 1-11 credits will be charged by the per credit rate.

UM-TWIN CITIES

Law (per term/per semester or quarter credit) Wisconsin residents who enrolled at the UM-Twin Cities Law school after the 1995-96 academic year will be charged the higher of the UM-Twin Cities Law School resident tuition rate or the UW-Madison Law school resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Twin Cities Law School. (Currently, students taking 12 or more credits are charged the term rate and students taking 1- 11 credits are charged the per credit rate. This is subject to any changes taking place for the 1998-99 academic year.) Wisconsin residents who enrolled at the UM-Twin Cities Law School before or during the 1995-96 academic year will be charged the UW-Madison Law school resident tuition rate.

Pharm.D. (per term/per semester or quarter credit) Wisconsin residents attending UM-Twin Cities Pharm.D. will be charged the higher of the UM-Twin Cities Pharm.D. resident tuition rate or the UW-Madison Pharm.D. resident tuition rate. Tuition plateaus will be based on the banding mechanism in place for the University of Minnesota - Twin Cities College of Pharmacy. (Currently, students taking 14 or more credits are charged the term rate and students taking 1- 13 credits are charged the per credit rate. This is subject to any changes taking place for the 1998-99 academic year.)

Eligible students enrolled in professional academic programs not available in their home state will be charged the resident tuition of the school attended.

4. **Institutional Procedures.** After each academic term/semester, each administering agency will provide three copies of the cooperatively designed final certification (enrollment status) list to the other state's participating public institutions. The list will include the names of all students who have been certified as eligible for participation in the reciprocity agreement during that term/semester. Using these lists, each institution will enter the number of credits carried by category (undergraduate or graduate) and the amount of the reciprocity tuition paid by each student certified. The institutions will cross out the names of these certified

students who did not enroll or withdrew at any time during the period of that term/semester for which the student is eligible for a tuition/fee refund. The institutions will certify by signature for correctness of this data and will send two copies of this completed certification list to the administering agency in their home states. Nothing shall prohibit participating schools and agencies from exchanging data in electronic format.

5. Agency Procedures

- a. Each administering agency will be responsible for the timely return of the completed certification lists from the institutions in its home state. The administering agency will forward one copy of each institution's completed certification list to the administering agency in the other state.
- b. The data provided by the institutions for each term on the certification lists will be balanced for each institution and any adjustments adequately documented for subsequent auditing.
- c. Once the data for each term or semester have been balanced, a copy of the results will be supplied to the agency in the other state, along with a report of the number of undergraduate and graduate students for whom nonresident tuition has been waived under the agreement. Each state will certify to the other state the number of students, the number of credits carried and the total amount of reciprocity tuition paid by each student at each institution. Student and credit hour totals for each institution will be grouped by category and the school and category totals will be grouped by each agency. This information will be used by each state to facilitate the computation of the net interstate reimbursement obligation and to monitor institutional reporting. The deadline for such reconciliation for each term shall be 90 days from the conclusion of that term. Subsequent changes to institutional certifications shall be only with consent of both agencies.
- d. The net state reimbursement obligation will be calculated and paid in a manner described in the Agreement.

6. Common Data Format and Coordinated Planning

To insure compatibility of information pertaining to the program, both agencies will adopt a common data format and share data maintenance and reporting responsibilities.

To improve the information about the program for purposes of research, planning and evaluation, both agencies agree to collect and maintain any mutually agreed upon data.